

ISF004

R (5/98)



**INTEGRATED STATEWIDE INFORMATION SYSTEMS
ISIS PURCHASING/CONTRACT SYSTEM
AGENCY REQUEST**

Check One: New Agency: _____ Agency Change: _____ Delete Agency: _____ (Change Date: _____)

TO BE COMPLETED BY AGENCY:

AGENCY NUMBER(*)....: _____ DEPT FINANCIAL: _____
AGENCY NAME.....: _____
SHORT NAME.....: _____ STATE BID LIST: _____
REPORTS TO CENTRAL ACCT SYSTEM: _____
CONTACT PERSON.....: _____
CONTACT PHONE.....: _____
AGENCY TYPE.....: _____
REPORTS TO AGENCY...: _____ NOTIFY AGENCY...: REQ _____ ORDER _____ CONTRACT _____
DEPT PURCH AGENCY...: _____ AGENCY BUYER: _____
PRINTER ID.....: _____
2-WAY/3-WAY MATCH...: _____ DELEGATED AUTHORITY LIMIT...: _____
VARIANCE ALLOWED...: _____ % VARIANCE REC/INV/PAY.....: _____
PURCHASE LIMIT.....: _____
PAYMENT LIMIT.....: _____ NO. OF NOTICES: _____ LOCAL INVENTORY: _____
CONTR REV DEL AUTH.: _____

Authorization (Agency Administrator/Liaison)

Name (Please Print): _____ **Telephone:** _____
Signature: _____ **Date:** _____

SIS office use only:

SPO approved _____ OCR approved _____ Date Completed _____ By: _____

ISIS PURCHASING/CONTRACT SYSTEM

AGENCY REQUEST - ISF004

AGCY AGENCY HEADER

PURPOSE To provide a central location for establishing and maintaining agency code(s) and record(s) required for processing in AGPS/CFMS.

| <u>Field Name</u> | <u>Size</u> | <u>Description</u> |
|--------------------------------|-------------|---|
| Agency Number | 6 | This will be a unique number which will identify the agency. It will be composed of the current AFS agency number in the first 3 positions, with an additional 3 digits to identify a particular agency under that AFS agency. It is recommended that a sequential numbering system be used. The first agency set up for AFS agency number 616 would be 616001. |
| Dept Financial | 6 | Must be 'CNTRL' if the agency reports to the AFS accounting system . (only entered on the 3 position agency number.) |
| Agency Name | 35 | The name or title of the agency. |
| Short Name | 10 | The short or 'reference' name by which the agency is commonly referred. |
| State Bid List | 1 | The state bid list is used to indicate if the state vendor bid list is to be used ("Y") or not ("N") when no vendors are found on the agency CASV (Commodity by Agency Supplying Vendor) record. |
| Reports to Central Acct System | 1 | Indicates if this agency reports to 'central' accounting system for processing pre-encumbrance and encumbrance transactions. Must be 'Y' or 'N'. Defaults to Y on add. (Only entered on the 3 position agency number.) |
| Contact Person | 35 | The person within the agency designated as the person to contact for the agency. |
| Contact Phone | 3/3/4/4 | The area code, prefix, number, and any extension for the telephone number of the contact person. If entered, must be numeric and valid construct. |
| Agency Type | 2 | The type of agency as indicated below: Type 1 - Can issue requisitions only. Type 2 - Can issue requisitions, low dollar orders, and contract release orders. CFMS agencies should use this type. Type 4 - Can issue requisitions and all types of orders. |
| Reports To Agcy | 6 | OPTIONAL. The agency to which this agency reports in the organizational structure. If input, must be a valid active entry in the AGCY Table. |
| Notify Agency Req/Order/Cont | 1/1/1 | Used to indicate if the agency wants successfully completed requisitions, orders and contracts from AGPS accounting returned via electronic mail box. Defaults to "N" on an add. Valid entries are "Y/N". |
| Dept Purch Agcy | 6 | OPTIONAL. The purchasing agency number of the agency responsible for the purchasing functions of this agency. |
| Agcy Byr Code | 3 | The buyer of the agency responsible for the purchasing functions of this agency. The buyer must be a valid buyer for the Department Purchasing Agency indicated (valid entry in ABUY - Agency Buyer Table). |

NOTE: The *Dept Purch Agcy* and the *Agcy Byr Code* always exists on a record together. One of these fields cannot be entered on an agency record without the other.

| | | |
|--------------------------------------|-----|---|
| Printer ID | 8 | OPTIONAL. The designation of the printer where the agency's output information will print. If applicable, printer ID must be obtained from data processing personnel. |
| 2-Way/3-Way Match | 1/1 | Indicates if an agency is authorized (Y/N) to use the 2-Way and 3-Way Match Processes. |
| Delegated Authority Limit | 9.2 | Indicates the dollar limit of the Delegation of Authority authorized by the Office of State Purchasing for this agency. |
| Variance Allowed | 1 | Currently used to indicate if an agency will be permitted variances on receiving/invoice/payment process. Allowable entries are Y and N. If Y , variances will be permitted as stated in the AGCY Table, default variances is in the Installation Table (BIN2). Defaults to Y on add. |
| % Variance Rec/Inv/Pay | 2.2 | OPTIONAL. If entered, must be valid numeric greater than zero. If variance is greater than spaces will override global percentage variance of the BINS Table for this agency. |
| \$ NTE AMT INV/PAY | 9.2 | OPTIONAL. Used to indicate the dollar limit of this agency for processing of invoices or payments. Amounts greater than this limit will result in an error being displayed. |
| Purchase Limit | 9.2 | Used to indicate the dollar threshold of this agency for processing of requisitions or orders. Amounts greater than this limit will result in the building of an appropriate approval record. |
| Payment Limit | 9.2 | Used to indicate the dollar threshold of this agency for processing of payments. Amounts greater than this limit will result in the building of an appropriate approval record. |
| Number of Notices . | 3 | OPTIONAL. Specifies the number of copies of award notices that this agency is to receive |
| Local Inventory | 1 | OPTIONAL. Defaults to space on add. Indicates if this agency maintains an inventory system in AFS. Allowable entries are Y and N. |
| Contract Review Delegation Authority | 1 | Used to indicate if this agency number has delegated authority from the Office of Contractual Review. Allowable entries are ' Y ' and ' N '. |